

STUDENT JUDICIAL PROGRAMS SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
4764(0055)	Student Judicial Advisor	01	078	6 mo.	09/15/92
4708(1142)	Director of Student Judicial Programs	03	078	6 mo.	09/15/92

Promotional Line: 321

Series Narrative

Employees in this series perform duties involved in the operation and management of university student judicial systems.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Student Judicial Advisor

4764(0055)

Employees at this level serve as hearing officers and/or assist in the management of the university student judicial system. They work under direction from a designated supervisor.

A Student Judicial Advisor typically--

1. reviews/investigates student misconduct complaints filed by students, faculty, and staff
2. determines or recommends to the director charges, jurisdiction, and method of resolving complaints
3. makes decisions during hearings regarding procedural matters
4. monitors sanctions placed on student misconduct cases
5. counsels students
6. acts as liaison with the university and external communities regarding the structure and operation of the university student judicial system
7. maintains or supervises the maintenance of disciplinary records and safeguards their confidentiality
8. may assist with editing Code of Student Conduct
9. may develop or assist in developing or conduct training seminars, faculty symposia, or alternative sanction programs
10. performs other related duties as assigned

Level II: Director of Student Judicial Programs**4708(1142)**

Employees at this level direct the operation of the university student disciplinary system. They work under administrative direction from a designated supervisor.

A Director of Student Judicial Programs typically--

1. monitors complaints filed by students, faculty, and staff
2. reviews charges to be brought, jurisdiction in which to be held, and methods for resolving complaints; advises staff of possible improvements or alternatives
3. oversees selection and training of judicial board members
4. supervises board advisors, professional staff, graduate assistants, and other employees in regard to judicial process responsibilities
5. represents student judicial program to university and external communities
6. develops and may participate in seminars, symposia, or other programs designed to promote or develop the student judicial program
7. edits and publishes Code of Student Conduct
8. analyzes and disseminates data regarding actions of the student judicial system
9. directs the collection and maintenance of records related to the program; is responsible for their security and confidentiality
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Student Judicial Advisor****4764(0055)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. (A) Master's degree in college student personnel, higher education administration, or a related field

or

(B) Bachelor's degree in any field and two years of experience with a student disciplinary system

or

(C) five years of work experience in student affairs administration that included two years with a student disciplinary system

or

(D) Any combination of such education and experience that totals five years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of student disciplinary systems and higher education law
2. excellent oral and written communication skills
3. organizational skills
4. ability to interact and counsel effectively with students, faculty, staff, and parents
5. ability to make decisions quickly and independently

Level II: Director of Student Judicial Programs

4708(1142)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of training/experience requirements listed for the Student Judicial Advisor
2. in addition to the training/experience required in #1 above, three years of full-time work experience in student affairs administration that included two years of experience with a student disciplinary system

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of student disciplinary systems
2. knowledge of higher education law
3. strong writing skills
4. organizational skills
5. ability to communicate effectively with staff, students, faculty, and parents verbally in person and by telephone
6. ability to make decisions quickly and independently
7. ability to determine priorities and manage time effectively
8. supervisory ability

Student Judicial Advisor
Director of Student Judicial Programs

(NEW)
(REVISED)